

## NOTES FROM THE SCCQG JULY 9, 2016 LEADERSHIP MEETING

### Treasurers – Kennalee Mattson

Handout provided from Kennalee Mattson

- Keeping track of our money, in and out. Checking account.
- SI-100 – State of California form needs files every two years, will automate after first filing – no sure if this is still happening. Maybe a postcard is sent. Can file online if paying for credit card. Secretary of State website \$20 every two years. Send a copy and stamped envelope to get a stamped file copy back to put on file
- Still have to file with the Secretary of State.
- Can the Treasurer from the council provide samples for forms needed annually or bi-annually?
- Keep a 3 ring note book with dividers to keep a historical record to hand off from year to year. Don't put each year in archive in storage.
- Annually submit a form RRF-1 – goes to the Attorney General, there is a fee if gross revenue is over \$25,000. Ok to "start" if never done. If unsure, go to website and see if your group is in "default".
- Be sure to provide new PO Box addresses to all agencies to make sure you do not miss any communication
- Candy Crane is open to being Treasurer after Kennalee.
- State has form 1099 regarding your Tax. Will send postcard reminder.
- Each Guild needs to create a procedure book for the Treasurer roles and responsibilities.
- California is going to have to start collecting sales tax on any merchandise, not raffle tickets or workshops.
- Sales taxes on auction items. You can post sign that tax is included and back out the tax and report it. YOU MUST POST A SIGN IF TAX IS INCLUDED OR WILL BE ADDED TO ANY PURCHASE. Look online for tax table rate chart. State board of Equalization. Has field office check online for one near you in California.
- Lots of questions regarding sales taxes what should and should not be charged and Kennalee recommended each Treasurer to come to the October meeting.
  - Federal form 990-N must be filed annually.
  - Check your bylaws to find out if you a 501-3C. or "4" and go to IRS.gov and print out the requirements.
  - Add your group to Smile Amazon, and register your Guild – have to be a 501-3c and advertise to your guild to "use Smile" when ordering on Amazon.
  - Some guilds are using Square and Paypal and are not up-charging for the fee's.
  - Add to your membership renewal "Donate" extra amount for a specific "cause".
  - Questions were asked about getting reinstated, but not sure if State or Federal
  - Notes taken by Chris Meeks, Desert Quilters of Nevada. THANK YOU CHRIS!!!

### Presidents – Pam Overton

- Setting up procedures books/information available to all board members electronically.
- Using Google docs right now. Drop Box also good.
- Some guilds now use a master calendar document.

- In some guilds the president becomes the past president. Provides an opportunity for transfer of information and transition.
- Problems in transitioning new responsibilities.
- Orange Grove – transition month is January. Old president sets agenda, etc.
- Are there job descriptions for each position? Most have notebooks on all positions in the guild.
- New guild – needs a website. Suggestions for what to use to start one – Wiki website through Google. Also Weebly.
- A website/social media - all requires constant work. Updating it regularly makes it useful. Someone has to be responsible for updating.
- Non-profit status. How? Why? 501 ( c ) 3 or ( c ) 7 Most guilds are C3.
- Non-profit status frequently gives you a discount for non-profit status when renting a facility.
- Guilds keep track of what they donate to the community.
- Reporting for non profits. Money only, not quilts, Donations to the guild.
- Guild does not set value of donation. Person who donates it sets the value. Guild simply acknowledges.
  - [good topic for a council meeting – 051c3 vs. 501c7.
- How do you get people involved in the guild? Bribery 😊 Encourage new members to get involved. Tap someone on the shoulder and ask for their help. They might just say yes!
- Co-chairs help with the work load. Many guilds have co-chairs in a number of positions on the board. Challenge with co-chairs is communication.
- Chairman of a committee/position doesn't have to do it all alone . . . can have lots of helpers.
- Hard copy newsletter -if they want a hard copy the cost is \$15.
- Some guilds are electronic only. Some have a “print” buddy for those without computers.
- Ask for volunteers. Ask for helpers. Gets their feet wet. On membership form, some guilds ask questions about what skills someone has. Very useful when you're looking for a specific type of help (legal, accounting, etc.).
- One guild - members have to be a member in good standing for 2 years before you can serve on the board.
- Most guilds have term limits on elected and appointed ;positions.
- Discussion of Bylaws vs. standing rules. Standing rules are your day-to-day operating rules.
- Recommend 2-year limit on positions.
- Be specific in qualifications of treasurer. Books need to be audited to protect the treasurer and the guild.
- Has any guild rejected a person or kicked someone out. Member or officer. None among the guilds represented.
- Donation of \$250 or more requires a letter. Receipt for \$50 or more. Probably a discussion topic for treasurers.

## **Membership – Aileen Cooke**

“MEMBERSHIP SPEAKS”

### Duties

1. Take roll at general meeting.

2. Maintain Membership records of the guild. Excel useful
3. (Print a Membership Manual. Of course this is for the private use of members and cannot be used for commercial uses.)
4. Make an album of members' pictures with each member's name.
5. Enforce members to wear their Name Badge; hand out instructions on making one. SMQG fine is \$1—makes small amount of \$

Renewal Season - Membership has its privileges

6. Prepare the Membership or renewal form.
  - a. Remind members to renew or lose privileges (SCCQG—insurance or SCCQG teachers—sign up first for MTT)
  - b. Guild—newsletter, or first to sign up for workshops
  - c. Memos to some that forget
7. Recruitment
  - \*all guilds have aging members who don't return—call them back?
  - Ask other friends or quilters to join your guild
  - Outreach—Quilters Studio had a public day at the library meeting room to do a demo/teaching of sewing or quilting.

Support your guild—volunteer for an office or committee—make new friends (esp. Membership)

## **SCCQG MEMBERSHIP CIRCLE NOTES**

### RECRUITMENT

1. Surfside has a booth at the Orange County Fair for a day.
2. Some newspapers have a "Community Service" column and will list guild meetings and events.
3. Press Release. Send one to a local paper for a show or events. They are often looking for articles to print. Acacia, a small guild, had a very successful event, Tea and auction, that had many non-quilters attend.
4. Pass Patchers have "Peer Workshops" These are classes taught by members and charge \$5 to attend. This can attract new or younger sewers and quilters. [Candace taught a class to make your own quilty ironing board using a quarter sheet of plywood (24"x48")—3/8" to 1/2" thick.
5. Pass Patchers also have "internships" for positions. If an officer OK's the help then a volunteer can help or "intern" and the next year can be a nominee for the office.
6. Membership at SMQG—I should use my co-chair to guide a guest or new member at the meeting.
7. Social media: Have a Facebook page, or Instagram or Pinterest presence. Have members post pictures of quilts or show in a timely way. At a large regional show, post a picture of the Opportunity Quilt or others in the show and tag with a comment or description.
8. A calendar bookmark with the schedule of speakers for the year is a useful tool. Bring one for your guild to the SCCQG meeting. One for each rep is adequate, ~50 min or 100, if you pick up any left at the end of the meeting.

### RETENTION

1. A phone call to remind members to renew. Try and be diplomatic. Ask if a different schedule would help. Day vs Night meeting. Find them a carpool to share the drive.
2. Misc. Surfside, a large guild, include photos of each member in the manual. The manual also includes a renewal form for the next year and has paid advertising.

## **Newsletter and Social Media – Sharon Chaffino**

The following people participated in the group for Newsletter and Social Media

Joan Graham Gold Coast Quilters- Social Media Newsletter

Bev Mulligan- South bay Quilters Guild- Newsletter

Chris Vale – Wandering Foot- Newsletter - Website

Meri Walker- High Desert Community Quilters-Facebook

Bonnie Lippencot- Newsletter & Web pages

Smitty Price- SLO Quilters-Social Media

Cynthia Lynn-Dailar – Newsletter- San Diego Quilters

The discussion began with what social media platforms that each guild was currently using. We discussed the various social media platforms i.e., Facebook, Instagram, Snap Chat, twitter and the goals expected for using these platforms verses the benefit gained. How lasting is the information put out on these formats?

Are we using them for information to members of the Guild? How to create a larger audience by sharing our guild activities on our personal social media pages.

Are these platforms helpful in increasing guild membership? Some thought it helped others have not tracked it.

What is a good way to start a guild using Social Media? It was suggested that is Good way to start is with a blog. Or a Facebook page. Also suggested that you need one person to handle the social media. That it is too big a job to be handled by webmaster or newsletter editor

Following the discussion on Social media we began discussing Websites and newsletters. Some guilds used their websites to distribute their newsletter and or make it available to their membership. We discussed what information was included in the newsletter and on the website. Also we discussed limitations on member information included in the website and or newsletter.

We discussed the dissemination of the guild roster and how often should you do it. Some Guilds print a Roster yearly that included a photo of the member. Many thought this was a great idea. Some guilds published electronically and updated as new members were added.

It appears that most of the guilds publish their newsletter electronically with the exceptions being the smaller guild where the costs of publishing are not excessive. Only one guild of the 7 represented published their newsletter in the old paste up method. Concerns for publishing the newsletter was how to get content and how to make it interesting to your membership. Most guilds required their committee chairmen to submit articles to the newsletter monthly. Most all of them published their financials monthly in their newsletter. One guild published it at the monthly guild meeting where it can be reviewed.

**We'll provide notes from Programs, Recording Secretary, Events -Quilts Show, Teas, etc. next month.**